



STATE BANK ACADEMY (SBA)
Plot No 77, Sector 18
Gurgaon, Haryana – 122015

PRICE BID

TENDER ID: SBA/FMS/01

Date: 08.05.2024

NAME OF WORK : e-TENDER FOR INTERGRATED FACILITY MANAGEMENT SERVICES (HOUSEKEEPING, MAINTENANCE AND LAUNDRY SERVICES) FOR STATE BANK ACADEMY, PLOT NO 77, SECTOR 18, GURUGRAM.

Name of the Firm	
Address of the Firm	
GST Reg. No. with HSN / SAC Code	
PAN NO:	
Phone/Mobile no.	
E-Mail ID	
	Rate Quoted By Bidder

SUMMARY OF COST/ CHARGES

S. No.	Description	Reference	Amount (Rs.)
1	Cost of Manpower	Price Schedule- 1	₹0.00
2	Cost of Cleaning Materials	Price Schedule- 2	₹0.00
3	Laundry Charges	Price Schedule- 3	₹1,08,617.00
3	Administrative, Profit and Supervision Charges	Price Schedule- 4	₹0.00
4	Total Monthly Charges (In Figure)	(A)	₹1,08,617.00
5	Total Annual Charges (In Figure)	B= (A)x12	₹13,03,404.00

IMPORTANT INSTRUCTIONS TO THE BIDDERS:

	The Bidders are advised to note and ensure compliance of the following while quoting their rates:-
1	The rates quoted shall be inclusive of all Taxes/Levies/Charges but excluding GST.
2	The price bids quoted without complying minimum wages amounts along with other statutory component(s) shall be summarily rejected/ disqualified without assigning any reasons whatsoever. If at any stage of work it is found that the Contractor is not paying minimum wages to the workmen/ employees, as per norms, the Bank reserve rights to discontinue the services of the Contractor, as per terms and conditions of the contract.
3	The quote should include the prescribed minimum wages per month for different categories of Labour inclusive of all statutory requirements as per the Minimum Wages Act of 1948.
4	Please note that rates (material(s), laundry services and other components etc.) quoted by the Contractor shall remain fixed except labor rates and valid for a period of two year or for complete contract period i.e. initial contract period from the date of commencement of work and no price escalation/ price increase, whatsoever, shall be considered during this period. Accordingly, Contractor has to take due care on this account and make suitable calculations and provisions at their end while quoting the rates in the subject price bid.
5	Monthly payment to the workmen/ employees employed by the Contractor must be made by the Contractor by crediting the subject amount in their Bank accounts and copy of payment details/ statement of accounts must be enclosed along with the monthly bill raised by the Contractor to the Bank.
6	It has been seen in past, vendors fill rate of consumable items as minimum as possible (Rs. 1 or so) and Bank suffers on account of lack of quantity/quality in consumables being used and non complying to the T&Cs of the tender while carrying out the services. In view of the above and considering this setup being the Corporate Centre, SBI has fixed a minimum reserve price of 60 % for the consumables to be provided by the bidder. Any bidder filling price less than 50% will be considered as abnormal / unrealistic rates or amount in the Price Bid and will be rejected.
7	No column should be left blank or filled zero, otherwise bid will be treated as invalid and rejected.
8	If any Contractor quotes "Nil/ Nil" charges/ consideration, the bid shall be treated as unresponsive and will not be considered.
9	9. Annual Service Charges / Administrative charges (to be over & above 0 percent includes all derivatives of Zero upto 0.9999 and there of monthly Man power cost as per price schedule-I) and to be quoted in ___ % of Monthly Manpower Cost. Bidders have to fill this value taking into account the TDS (TDS @ 2% will be considered for comparison purpose only, actual TDS will be as per the type of the firm) i.e. after deducting the TDS the net amount which will be paid by the Bank to the bidder must be equal to or above the minimum wages.



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COST OF MANPOWER: PRICE SCHEDULE- 1

S. No.	Category	Type	Manpower Required (Nos.)	Min. Wages per Labour per Day considered as per Latest Circular of Central Government for Minimum Wages						Other Statutory Components <i>(The Bank shall decrease the same if the same is reduced as per latest mandatory statutory guidelines/ norms issued by competent authority from time to time. If any component is not applicable as per mandatory statutory obligations at any material time, the same shall not be paid by the Bank)</i>	Total Min. Wages per Labour per Month providing as on the date of issue of Tender (Rs.)	Total Wages per Month quoted by the Contractor including other statutory obligations/relieving charges/compliances of the Contractor as per Minimum Wages Act & all other Statutory Norms (To be quoted by Contractors, keeping in view their all other statutory obligations & note point no. 3 below) (Rs.)	Total Monthly Amount considering 30 working days (Rs.)
				Basic +VDA (Rs.) Per Day	Total of Basic + VDA (Rs.) Per Month for 26 Days	EPF @ 13% (Rs.) Per Month for 26 Days	ESI @ 3.35% (Rs.) Per Month for 26 Days	BONUS @8.33% (Rs.) Per Month for 26 Days	RELIEVER CHARGES (Rs.) Per Month				
1	2	3	4	5	6	7	8	9	10	11	12 = (6+7+8+9+10+11)	13	14 = (4x13)
A	Subordinator	Skilled	2										
B	Receptionist	Skilled	3										
C	Housekeeping services (Minimum 4 females)	Unskilled	19										
D	Room Boy	Unskilled	10										
E	Office Boy	Unskilled	9										
F	Electrician	Skilled	4										
G	Plumber	Skilled	1										
H	Carpenter	Skilled	1										
I	Mason	Skilled	1										
			TOTAL	59									

- Note:**
- In case, the rate quoted by Contractor under column (13) is less than the Minimum Wages calculated in column (12), the tender of the subject Contractor shall be summarily rejected/ disqualified without assigning any reasons whatsoever. **(KINDLY QUOTE ONLY WHOLE NUMBER IN ALL CELLS, FOR ANY DECIMAL VALUE ROUND OFF TO NEXT WHOLE NUMBER)**
 - Apart from above, the Contractor shall ensure necessary provision of services of skilled plumber, carpenter, mason, pest-control and anti-termites treatment as and when such type of repair and maintenance services is required, as per the payment terms, scope of work and other terms and conditions mentioned detail in the tender document.
 - Except Labour wages, other components etc. quoted by the Contractor shall remain fixed and valid for a period of two year i.e. initial contract period from the date of commencement of work and no price escalation/price increase, whatsoever, shall be considered during this period. **Accordingly Contractor has to take due care on this account and make suitable calculations and provisions at their end while quoting the rates in the subject price bid. No column should be left blank or filled with zero, otherwise bid will be rejected.**
 - The rates quoted should be inclusive of all statutory obligations such as Minimum Wages (applicable presently of Central Government applicable in Gurgaon city), ESI, PF contributions, Bonus, Leave salary (for 30 days as defined in Haryana Shop and Establishment Act 1954 i.e. 15 earned leaves, 12 casual leaves and 3 National Holidays), wages for relievers (as SBICRM needs services on all seven days of week), service charges, except Service Tax. The offers of those prospective bidders which do not meet the said statutory requirements are liable to be rejected.



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Name of the Firm

Address of the Firm

COST OF CLEANING MATERIALS: PRICE SCHEDULE- 2

S. No.	Item Description	Periodicity	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	2	3	4	5	6	7 = (4x6)
1	Freshner Cube of Odonil or equivalent approved by the Bank (100 gms)	As Per Requirement	400	No	80.00	32000.00
2	Bleaching Powder of good quality	As Per Requirement	7	Kg	100.00	700.00
3	Airfreshners Spray of Premiun/ Ambipure/ Airwic / Godrej or equivalent approved by the Bank (300 ml)	As Per Requirement	15	No	280.00	4200.00
4	Wash Room Cleaning Chemical of Taski R1	As Per Requirement	20	Ltr	150.00	3000.00
5	Floor Cleaning Chemical of Taski R2	As Per Requirement	20	Ltr	150.00	3000.00
6	Furniture Polish Chemical of Taski R4	As Per Requirement	1	Ltr	250.00	250.00
7	Glass Cleaning Chemicals of Taski R3	As Per Requirement	10	Ltr	180.00	1800.00
8	Metal Polish of Taski D7	As Per Requirement	1	Ltr	250.00	250.00
9	Toilet Bowl Cleaner of Taski R6	As Per Requirement	5	Ltr	125.00	625.00
10	Chockup Pump of approved quality	As Per Requirement	5	No	150.00	750.00
11	Dust Pan of Gala/ Kleenal or equivalent approved by the Bank	Monthly	10	No	50.00	500.00
12	Glass Duster of approved quality	Monthly	50	No	20.00	1000.00
13	Check Duster of approved quality	Monthly	50	No	20.00	1000.00
14	Floor Duster of approved quality	Monthly	50	No	50.00	2500.00
15	Sponge of approved quality	Monthly	10	No	50.00	500.00
16	Steel Wool of GALA/ Scotch Brite or equivalent approved by the Bank	Monthly	10	No.	50.00	500.00
17	Spray Bottles of Gala/ Kleenal or equivalent approved by the Bank (500 ml)	Monthly	2	No	100.00	200.00
18	Naphthalene Balls of good quality (100 gm)	Monthly	20	No.	50.00	1000.00
19	Urinal Screen of imported quality	Monthly	50	No	65.00	3250.00
20	Sani Cubes of good quality (100 gms)	Monthly	80	Packet	220.00	17600.00
21	Hand Wash Liquid Soap Refill of Dettol/ Savlon /Lifebuoy (pack of 1.5 litre)	Monthly	50	Packet	130.00	6500.00
22	Biodegradable Garbage Bag 30"x50" (Big) of Naturepac/ Jackson/ Uniclean make	Monthly	10	Rolls (containing 30 bags)	65.00	650.00
23	Biodegradable Garbage Bag (Small) of Naturpac/ Jackson/ Uniclean make	Monthly	20	Rolls (containing 30 bags)	50.00	1000.00
24	Toilet Tissue Paper Rolls of Jackson/ Premier/ Ezee make	Monthly	30	Pack of 10 Rolls	350.00	10500.00
25	M-Fold Tissue paper sheets of Wintex/ Cellox/ Jackson/ Premier make	Monthly	50	Packet (containing 150 sheets)	50.00	2500.00
26	Silva 7 Brasso metal polish (100 ml)	Monthly	5	Bottles	150.00	750.00

27	Flat Mop Refill of Gala/ Kleenal or equivalent approved by the Bank	Monthly	5	No.	800.00	4000.00
28	Round Mop Refill of Gala/ Kleenal or equivalent approved by the Bank	Monthly	5	No	500.00	2500.00
29	Wet Mop Refill of Gala/ Kleenal or equivalent approved by the Bank	Monthly	5	No	800.00	4000.00
Cost Per Month...(A)						107025.00
1	Dry Mop Set of Gala/ Kleenal or equivalent approved by the Bank	Quarterly	5	No	800.00	4000.00
2	Dry Mop Refill of Gala/ Kleenal or equivalent approved by the Bank	Quarterly	5	No	350.00	1750.00
3	Wet Mop Set of Gala/ Kleenal or equivalent approved by the Bank	Quarterly	5	No	800.00	4000.00
4	Flat Mop Set of Gala/ Kleenal or equivalent approved by the Bank	Quarterly	5	No.	800.00	4000.00
5	Round Mop Set of Gala/ Kleenal or equivalent approved by the Bank	Quarterly	5	No	500.00	2500.00
6	Soft Broom Gala/ Kleenal or equivalent approved by the Bank	Quarterly	20	No	100.00	2000.00
7	Hard Broom Gala/ Kleenal or equivalent approved by the Bank	Quarterly	20	No	55.00	1100.00
8	Scrubbing Brush With Handle of Amco/ Kleenal/ Gala or equivalent approved by the Bank	Quarterly	20	No	50.00	1000.00
9	Kitchen Wiper of Amco/ Kleenal/ Gala or equivalent approved by the Bank	Quarterly	10	No	140.00	1400.00
10	Floor Wiper of 3M/ Scotchbrite or equivalent approved by the Bank (40 cm)	Quarterly	20	No	150.00	3000.00
11	Hand Brush-Hard of Kleenal/ Gala or equivalent approved by the Bank	Quarterly	20	No.	100.00	2000.00
12	Pickup Dustpan of Ratan+A44:C63/ Kleenal/ Gala /Imported	Quarterly	20	No	150.00	3000.00
13	Dust Pan with Brush of Gala/Kleenal or equivalent approved by the Bank	Quarterly	20	No	150.00	3000.00
14	Metal Scrapper of approved quality	Quarterly	5	No	350.00	1750.00
15	Carpet Brush of Kleenal/ Gala or equivalent approved by the Bank	Quarterly	2	No	350.00	700.00
16	Feather Brush of Kleenal/ Gala or equivalent approved by the Bank	Quarterly	10	No	100.00	1000.00
Cost Per Quarter					Total	36200.00
Pro-rata Cost Per Month...(B)					Sub- Total (B)	12066.67
1	Tall Sweeping Brush Gala/ Kleenal or equivalent approved by the Bank	Half Yearly	4	No	175.00	700.00
2	Toilet Brush of Gala/ Kleenal or equivalent approved by the Bank	Half Yearly	20	No	80.00	1600.00
3	Plastic Buckets of Gala/ Kleenal or equivalent approved by the Bank	Half Yearly	15	No	200.00	3000.00
4	Plastic Dust Bin 100ltr of Gala/ Kleenal or equivalent approved by the Bank	Half Yearly/ As per requirement	15	No	400.00	6000.00
5	Plastic Mugs of Gala/Kleenal or equivalent approved by the Bank	Half Yearly/ As per requirement	15	No	50.00	750.00
Cost Per Half Year					Total	12050.00
Pro-rata Cost Per Month...(C)					Sub- Total (C)	2008.33
Estimate Total						121100.00
Total Cost Per Month...(D= A+B+C)					Grand- Total (D)	

Cells to be only filled by Contractors

Note:

1. For the purpose of calculating total tender amount, all the items mentioned herein above are to be taken into account. However, actual supply of cleansing material shall be strictly as per periodicity mentioned against each item.

2. Bank shall be at liberty to increase or decrease the quantity and periodicity of any item(s) depending upon actual needs/ requirements and monthly bills of Contractor shall be paid on actual basis. Register for supply and consumption of cleaning material is to be maintained by the Contractor on monthly basis and the same is to be got checked and signed from Officer-in-charge of the Bank for the purpose of monthly payment.

3. The scope of the work/ services shall be as per the relevant section of the tender document.



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LAUNDRY CHARGES PRICE BID SCHEDULE-3

S. No.	Description	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	2	3	4	5	6=(3x5)
1	LAUNDRY CHARGES AS PER ANNEXURE-A	1	Lumsum per Month	1,08,617.00	1,08,617.00
Total Cost Per Month		1			

* NOTE Bill For Laundry will be paid on actual basis, after verified by AGM(Hospitality/Admin.)
Kindly refer Page No. 30 of Tender Document Annexure 'A'. The rate should not be less than Bank's estimation



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ADMINISTRATIVE, PROFIT & SUPERVISION CHARGES: PRICE SCHEDULE- 4

S. No.	Description	Qty	Unit	Rate (Rs.)	Amount (Rs.)
1	2	3	4	5	6=(3x5)
1	Charges towards Uniform including Seasonal Outfit, Safety Shoes, Helmet, Safety Belt, Hand Gloves, Personal Protective Equipment (s), Necessary Tools, Training, Medical, Labour Welfare Measures, Maintenance of Tools/ Equipment/ Plants/ Machinery etc. Garbage Disposable rates	50	Per Labour per Month		-
2	GARBAGE DISPOSABLE RATE & SEWER CLEANING RATES MONTHLY BASIS	1	Lumpsum per Month		-
3	Contractor's Profit and Supervision/ Admin Charges	1	Lumpsum per Month (In Percentage only)		-
	Total Cost Per Month (1+2)				-

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Bidders are requested to quote service charge upto two decimal places only at S. NO 3. Deviation from the prescribed value ,the bid will be considered as invalid and subject to rejection.